

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



## NUMBER 7.6

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: PM Scheduling Process

APPROVED: My Quattroms

Michael Quattrone, Fleet Manager

**PURPOSE:** Document procedure in place to schedule PM's

**PROCEDURE:** The FASTER PM notification automatically sends email notification to

equipment users on a weekly basis stating that the PM's are due. The notification calculates PM's due within 14 days and will send follow up emails until the PM has been performed. Once the PM is overdue, the notification message reflects that. Our customers can click on a link in the email that allows them to schedule an appointment through an online ERequest form. Customers can also call the Control Center and

make an appointment.

On the Systems Setting applet / PM Scheduler tab, FASTER contains a process for scheduling of PM's based on the number that can be completed in each shop, on each day of the month. It allows for the running of a posting program assigning time frames for each piece of equipment to the shop floor scheduling program. The schedule shows all PM's to be performed each day. When the equipment comes in for a PM appointment, the repair automatically displays as the work order is

opened.

**PREPARED BY:** Richard Haynes, Assistant Service Manager

**DATE:** June 28, 2010

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